What are the basic operations performed on a word document? Explain all of them in detail

Step 1

Microsoft Word is a word processor that is also marketed under the names Winword, MS Word, and Word. It is one of the Microsoft Workplace suite's tools for office productivity. It was created by Charles Simonyi and Richard Brodie and was made available in 1983.

Step 2:

The software offers tools for copying, erasing, and many sorts of formatting, and you normally enter text by typing. Creating, editing, storing, and printing documents are some of the features of word processing software. Text within a document can be copied, pasted, moved, and deleted.

The fundamental capabilities of Microsoft Word are listed below:

Text documents are produced formatting and editing the current documents.

Adding features and tools to make a text document interactive Images are included in graphical documents.

Authors and researchers use it

the document

Do the following to save a document for the first time:

Click Save As on the File tab.

Choose the location to save your document by browsing there.

Press Save.

Edit a document

Editing a document involves adding changes to it with the goal of fixing errors, enhancing the language's precision, rearrangement, and improving the clarity and effectiveness of words and sentences, among other things.

The following tasks may be included in editing in word processing:

Text addition (terms, phrases, paragraphs, etc.)

removing a section of a text

text copying

Changing text

text is pasted

step 3:

Text deletion (or removal)

Choose the text that you want to remove.

Put the Delete key down (on the keyboard).

grammar and spelling checks

text formatting

Paste and Copy

Cut versus copy

Copy makes a duplicate of the chosen item (text, symbol, table, image, etc.).

Cut: This action removes the chosen object from its initial location.

Cut and paste versus copy and paste

The selected item is duplicated when you copy and paste. Both the original location and the newly pasted place include the chosen item (s).

Copying and pasting causes the item to be duplicated and the original to be deleted. Only the newly pasted place will have the specified data (the item has moved from one location to another).

Check your grammar and spelling.

the file you want to modify should be opened.

On the Review tab, click.

The Editor button should be selected (it can alternatively state "Spelling and Grammar"). The Spelling & Grammar window will show up if the application detects any spelling problems.

What do you mean by MS-Excel? Explain the different ways of starting MS-Excel from our computer system?

Step 1:

The Microsoft Office software package contains the spreadsheet programme Microsoft Excel. You will have access to both the online and download versions of the application when you subscribe to Office 365.

Microsoft's Excel spreadsheet programme is a part of the Office family of business software programmes. Users of Microsoft Excel may format, arrange, and compute data in a spreadsheet.

A spreadsheet tool called Microsoft Excel is used to store, organise, and analyse numerical and statistical data. Microsoft Excel offers a number of functions to carry out various processes, including graph tools, pivot tables, macro programming, and mathematical calculations.

Step 2:

A spreadsheet tool called Microsoft Excel Starter 2010 is made for routine chores like creating a budget, updating an address book, or managing a to-do list. Microsoft Office Starter 2010 includes Excel Starter, which is already installed on your PC.

Microsoft Excel 2010 and Excel Starter 2010 look extremely similar. Excel Starter gives you the chance to become acquainted to the new interface before upgrading to Excel 2010 if you are unfamiliar with the Ribbon interface or the Backstage view.

Display advertising and the lack of support for Excel Starter's advanced capabilities set it apart from the full version of the spreadsheet programme. You can immediately upgrade from Excel Starter 2010 to Excel 2010 if you discover that you need more functionality. Simply select Purchase from the Home tab's ribbon menu.

 What are the different operations possible on a worksheet in MS-Excel?

Step 1:

A group of cells arranged in rows and columns is referred to as a worksheet in Excel documents. It is the work surface that you use to input data. Each worksheet functions as a massive table for organising data with 1048576 rows and 16384 columns.

Step 2:

A Column or a Row Can Be Removed

To highlight the entire column or row that has to be erased, click on the header of the column or row. In the highlighted column or row, right-click any cell. From the menu, select Delete.

Column Insert

Wherever you wish to add a new column, click on the column heading that is immediately to its right. Right-click any highlighted column cell to select it. From the menu, select Insert.

Row Insertion

Wherever you wish to enter a new row, click on the row header directly beneath it. In the highlighted row, right-click any cell. From the menu, select Insert.

Sorting

To select the full worksheet, click on the grey rectangle in the worksheet's upper left corner that is situated between the "A" column header and the "1" row header. Sort by selecting Data from the menu bar. Choose the column to sort by under Sort by, then choose Ascending or Descending order.

Formula Display in the Worksheet

Press the left single quotation key (which also has the "tilde" () sign) while holding down the CTRL key. To get back to the number display, repeat this action. Note: spreadsheet data can be printed in either the formula display or the numerical display.

Entering Formulas

To enter a formula, click the cell, then type the formula in the box that appears. The equal symbol (=) must be used at the start of every formula. The equal sign (=) next to the formula bar can be clicked to access more information about functions.

Adjusting Column Width

To highlight a full column, click on the column header. Right-click any highlighted column cell to select it. Enter a value for the column width by selecting Column Width... from the menu. It should be noted that selecting multiple columns allows you to change the column width of numerous columns at once.

Adjusting the Format of Numerical Data

Over the cells containing the numerical data, click and drag. In the highlighted area, right-click any cell. Select Format Cells. Choose Category: for the type of data in the cells by clicking the Number tab. Note: Select Number and enter the desired number of decimal places to use to change the number of decimal places in numerical data.

Justification of Cell Content

On the cell, click. On the Formatting Toolbar, select the justification button by clicking on one of the three options: left, centre, or right. The bold, italicised, and underlining buttons are to the left of these three buttons.

A Complete Column or Row's Justification

To highlight the complete column or row, click on the column or row header. On the Formatting Toolbar, select the justification button by clicking on one of the three options: left, centre, or right. The bold, italicised, and underlining buttons are to the left of these three buttons.

Copying Columns, Rows, or Cells

By highlighting them, you can choose the cell(s), column(s), or row(s). In the highlighted area, right-click any cell. Select Copy. The cells you've chosen will be transparently transferred to the Windows clipboard. Only the most recent copied data is stored in the Windows clipboard.